

SUPPORT SPECIALIST 2 FINANCE DEPARTMENT

SALARY RANGE: \$17.95 - \$24.06 per hour

CLOSING DATE: April 17, 2015

ABOUT THE JOB: The City of Beaverton is seeking a Support Specialist 2 to join our finance team. This position will primarily be responsible for assisting the Purchasing Agent in a variety of functions as well as the Finance Department when needed.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist in developing and monitoring the city's Minority/Women/Emerging Small Business Program
- Prepare, assemble and route new contracts for signature
- Obtain required certificates of insurance for contracts
- Prepare and submit all Bureau of Labor and Industries (BOLI) reports on public improvement projects
- Maintain the contract database which includes running and distributing reports
- Tabulate bid results, maintain bid files and bid phone line
- Prepare and maintain various spreadsheets using Excel and Access
- Post and maintain purchasing bid website
- Review and approve requisitions per the city's purchasing code
- Provide daily mail pickup and delivery services
- Assist in other Finance operations such as; Accounts Payable, Business Licensing, Utility Billing and Cash Receipting
- Provide excellent internal and external customer service
- Support and respect diversity in the workplace

TO QUALIFY: Requires a high school diploma or GED and three years of general office experience, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. Preference will be given to candidates who have experience in a municipal purchasing environment.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.